



DISAM



SAM-O Course Exportable Training Exercise Training Management System (TMS) 6.003

22 March 2004

This *exportable training package* consists of an **Exercise** that teaches the use of the **Training Management System (TMS)**, Version 6.003 and a TMS 6.003 **Back-up disk** that is used to establish the *Bandarian* country program, the example country program used in the exercise.

NOTE: If you are doing this exercise *at DISAM*, proceed to **Page 2** and **begin at Start Here**.

Caution: If you are doing this exercise *at your home station*, be sure to *carefully do the following* so that you will not **accidentally delete** your **real** country training program data. Before using the **Bandarian Back-up** disk to establish the *Bandarian* country program in your computer, be sure to *use* the TMS **Tools** function to *create* a **Back-up disk** of your *real* country program. In other words, **don't wipe out** a pre-existing, *real* country program on your computer by running a **Restore** using the *Bandarian* Back-up disk, without first backing up your real country program data. After you have finished with the enclosed TMS exercise, use the **Back-up** disk of your *actual* program data to **Restore** your actual program data back to TMS.

If you have not installed the TMS 6.003 program, contact your Unified Command system administrator or DISAM to obtain the **TMS Version 6.003**, installation disk and the **SAN User's Handbook, Volume II, Training Management**. Installation instructions for TMS 6.003 are found in Chapter 2 of the *Handbook*.

Do the Following (if you are doing the exercise at your home station):

1. If TMS 6.003 is not installed, **install** TMS 6.003.
2. **Start TMS 6.003** and select **Tools, Backup**, type in disk drive being used (**a:** or **b:** etc.), **click Include STL** box, and **click on OK**. Remove the Back-up disk and label it: **TMS 6.003 Back-up Disk, Country, Date**, etc.
3. **Insert** the **Bandaria** Back-up disk in your PC and **select Tools, Restore**, type in disk drive (**a:** or **b:** etc.) and **click on OK**. Before removing the **Bandaria Back-up** disk, use *MS Windows Explorer* to **copy** the **BN.EXE** file (this is the second file on the disk) to the **C:\TMS\DOWNLOAD** directory. Then **remove** the *Bandaria* Back-up disk and **keep** it in case someone else needs to learn to use TMS 6.003 at a later date.

4. Also make sure that the latest **MASL and Other Downloads** and your own country **STL** data files have been downloaded using the SAN and placed in the **C:\TMS\DOWNLOAD** directory so that you can run an **update** of those data tables in TMS 6.003.

5. You should now be **ready to begin** the TMS Practical Exercise.

START HERE: Start the TMS Exercise here if you are doing it at DISAM or have completed the instructions on Page 1.

This exercise has been prepared for users of the **Training Management System (TMS)** in overseas Security Assistance Organizations (SAOs). It will show the training manager how to use the **TMS**, Version **6.003** software. For training purposes the **Bandaria** training program for **PY 04** is used (country code **BN**). References are made to the *SAN User's Handbook, Volume II, Training Management*, which will be used in responding to questions in this exercise. The TMS 6.003 software may be installed on *any* computer (including a privately owned computer at home). TMS 6.003 is a MS Access "Runtime" program.

NAVIGATING TMS

1. *Double-click* on the **TMS** icon to run the program. If the following screen does not appear, *click* on the **Switch to TMS Heavy** button, center bottom.

2. To **select** any of the **menu items** on the TMS **main menu** or subsequent menus, simply *click once* on the desired button. To view the complete **detail data** for a specific line of training data, you must *double-click* on that training line or in some cases a specific data field.

CAUTION! Do **NOT**, repeat, **DO NOT double-click** TMS 6.003 **Buttons**. If you do this, you are causing the TMS 6.003 program to execute the function *twice*. This may result in an error message. You *will*, however, be **double-clicking** on an actual training data line or data field to view the complete data



3. **Always close** an open TMS function (sub-menu), *before* opening another sub-menu. Normally you will *click* on **Quit** or **Quit/Save** to close a function or sub-menu and back up. In other words, *close* the last sub function or menu you have viewed, *first*.

4. To *exit* TMS simply *click* on **Exit TMS**.

5. Read **Pages vii-viii** of the *Security Assistance Network User's Handbook, Vol II, Training Management* so that you will understand the basic content and function of each of the menu items (buttons) on the TMS **main menu**.

HELP

1. Click the **Help** button on the TMS **main menu**.
2. Or, at any time while *in* TMS you may *press* the **F1** key to get **Help** with the function you are using.
3. To *exit* the **Help** function, *click* on **File** and then **Exit**. Or, *click* on the **X** in upper right corner of screen.

TOOLS

1. Click on **Tools** on the **main menu** and then select **Download Path**. You must *ensure* that the **path statement** reads: **c:\tms\download** (lower or upper case). If it does not, *change* to **c:\tms\download**. The **tms\download** directory is established automatically for you on your **C:** drive when you install TMS 6.003. This is a TMS 6.003 **change**—the original Download Path was C:\linkpc\download\. Once you become *experienced* with TMS, you can *change* the download path if you want to download the data to a different directory or even a different drive. Click on **Quit** to save and return to the **Tools Menu**.

2. The **TPMR** button is used to change the mode of operation of the TMS program when using it at the Unified Command TPMRs. When you toggle this button on and off, certain buttons in TMS will disappear and reappear. Again, this is used only at TPMRs. Click on **Quit** to return to the **Tools Menu**.

3. The **User Role** button is used to select between the role of an SAO and other users. The default selection is SAO. Click on **User Role** and *verify* that the **SAO** setting is chosen. Click on **Quit** until you return to the **Main TMS Menu**.

4. **Backup Function** – You must safeguard your TMS data by copying it to a different location, i.e. to a floppy disk. This will enable you to restore TMS data that is lost in the event of computer crashes, virus infections, etc. This should be done periodically – more frequently if you are subject to power brownouts or fluctuations. This function also enables you to transfer TMS data to another computer.

Note: This is one of the most important functions to carry out in TMS. It is strongly recommended that *backups* be accomplished on a regular basis. If data is lost, particularly the detailed **Student Information Data**, this is the only way to recover it.

Practice:

- Perform the following steps.
 - *Insert* your blank **Floppy Disk**
 - From TMS Main Menu, *click* **Tools**
 - *Select* **Backup**
 - *Enter* path of where to store the backup, **a:**
 - To include the STL in the backup, *check* the **Include STL** box
 - *Click* **Backup**
 - A file called **Backup.exe** will be place on the floppy disk.
 - *Remove* **disk** and *store* in safe place. Don't forget to label the disk at your home station.

5. **Restore Function** – This function allows you to recover data that was previously backed up. **Be careful when restoring data!** The Restore function will delete all data that is currently in TMS (except for MASL data) and replace it with the data on the Back-up disk. Again, be careful when taking the Bandaria Back-up disk to your country. You don't want to wipe out your actual Country program data and all the actual Student data that has been entered there.

Practice:

- Perform the following steps.
 - *Close* any **open programs** except TMS. (i.e. internet, e-mail etc.)
 - *Insert* the disk labeled "**TMS 6.003 Exportable Training Exercise**" (this is the Bandaria Back-up disk)
 - From the **Tools** menu, *click* on **Restore**

- Enter the **path** to where the backup data is located (floppy disk), **a:**
- Click **Restore**
- The data that was backed up on the floppy disk will now be restored/imported into your TMS program

COUNTRY DATA

Note: In this exercise, **do not** enter any country code other than **BN** for **Bandaria**. You will have a chance to do your own country program after you finish with the Bandaria program examples. To avoid confusion in the exercise, **do the following** to delete data that may have been entered for a country other than Bandaria. I promise, you will be able to examine your own country data later in the exercise.

- Click on **Country Data** from the TMS main menu.
- Click on **Table Data** from the Country Data menu.
- Click on **Country Profiles** from the Table Data menu.
- If countries other than **BN....Bandaria** are listed, click on the **other country** (even your own) and then click on the **Delete** button.
- Do this for *all* countries but **Bandaria**.
- Click on **Quit** as needed to *return* to the **main menu**.

1. Before you can do anything in TMS you **must establish** a **Country Profile**. You only need to create the Country Profile once for a country, but you should *review* it periodically and ensure that the information is up-to-date. A country profile has *already* been established for the ODC in **Bandaria**. When you arrive in-country, make sure your country profile information has been entered or (for example) your SAO's name and address will not print out on the Invitational Travel Order (ITO). Don't take a shortcut, either. If you don't enter the country/implementing agency ceilings or an FMS case profile, your summary reports won't tell you where you stand in relation to that ceiling or to that FMS case profile.

2. Click on **Country Data** on the **main menu** and then **Country Profile**.

Practice:

- The two character Country Code, **BN** for Bandaria, should appear. Click on **OK**. *Examine* the information that has been entered by the SAO in Bandaria, uniquely for that country. (Notice *some* fields have titles that are underlined. This will be explained at the end of the exercise.)

- Change MAJ Smith's name to **your own** name, rank, etc. Just *click* on the entry, delete and change.

- It is best to *accept* the **default** time periods for giving an ECL test and canceling training, etc. But those too can be changed to suit the SAO. However, if you do your Invitational Travel Orders (ITOs) more than 30 days ahead of time, you may want to extend the 30 day period after which the student data used in the ITO is archived to the **History** function. Let's say that you are going on leave and want to do a whole month's worth of ITOs in advance, *change* the **Move Student Data to History** to **60**. Now the student data used in the ITO will stay active for 60 days before it is archived.

Country Profile Bandaria (BN)			
Name of Organization		Mailing Address	
Office of Defense Cooperation (ODC) Bandaria		Unit 4095-PSC 80 APO AE 097645-1005	
ITO Authorized Signature		John C. Smith, MAJOR, US Army	
Title		Training Officer	
Earliest ECL Test Date is	105	Days Prior to Report Date	
Latest ECL Test Date is	65	Days Prior to Start Date	
Cancellation Date is	62	Days Prior to Start Date	
Latest Predeparture Briefing Date is	0	Days Prior to Report Date	
Move Student Data to History	30	Days After ITO Date	
FMS Pricing <input type="checkbox"/> Full FMS <input type="checkbox"/> FMS NATO <input type="checkbox"/> NRC <input checked="" type="checkbox"/> IMET Incremental			
TLA Paid?	OCONUS Travel Costs		
CONUS Travel <input checked="" type="checkbox"/>	Load Rates	Airfare: \$1,200	(Roundtrip)
Living Allowance <input checked="" type="checkbox"/>		Travel Days: 2	(Roundtrip)
		Excess Baggage Cost: \$100	(Roundtrip)
Country Allocation		IA Ceilings	PO Allocations
		FMS Case/Line	Save/Quit

- The **IMET Incremental FMS** pricing choice is the one that should be selected for a country that is authorized an IMET program. **Note:** *Keep* this selection—**do not** select the price category for your country at this time. The other choices are for FMS only countries: **FMS (cash)**, **FMS NATO**, **FMS NRC (Israel)**. Bandaria has an IMET program, of course. *If* you have a grant funded FMS case (Egypt has one and all the Army INL cases are grant funded) you choose that FMS price category when you set up the **Profile** for that FMS case.

- For Bandaria, the IMET program will pay **OCONUS Travel** and the **Living Allowance**. **Oops!** The cost of **OCONUS Round Trip Airfare** has increased to **\$1500**, the travel to **3 Travel Days**, and there is an **Excess Baggage Cost** of **\$150**. *Make* the necessary changes.

- Click on the **Country Allocation** button. The Country IMET **Allocation** and the **E-IMET Earmark** are entered by the SAO in this function. These figures are obtained from the State Department IMET allocation message or other guidance provided to the SAO. What appears to be happening to the Bandarian IMET program from FY 2003 to 2004?

Answer _____
Click on **Save/Quit** to leave the Country Allocation function.

CC	PY	Allocation	E-IMET Earmark
BN	01	\$1,800,000	\$360,000
BN	02	\$2,000,000	\$400,000
BN	03	\$2,200,000	\$440,000

Buttons: Add, Delete, Edit, Rollover, Save/Quit

- Click on the **IA Ceilings** button and examine the breakout of the IMET program by managing US military service (Implementing Agency--IA). This data first comes from the Unified Command training program management review (TPMR) when you have submitted an approved country program. If your guidance for FY 2005 indicates that you are going to have a \$3,370,000 program, *enter* **\$1,815,000 for Army**, **\$445,000 for Air Force**, and **\$1,110,000 for Navy**. The easiest way to do this is to *click* on the **Rollover** button and *Rollover* Year **4** to a New Year **5** (click on **OK**). Then *change* the \$ figures for PY 5. Click on **Quit** to exit.

- Click on the **PO Allocations** button to similarly track your program allocation by **Country Service (Program Originator--PO)**. This data comes from a submitted and approved country program. Again, *do* a Rollover of the Year 4 program to a Year 5 program. It looks like the Bandarian Army is expected to receive approximately **\$1,815,000** of training in FY **05**. *Make* the change. Click on **Quit** to exit.

- Click on **Quit** as needed to return to the **Country Profile Bandaria (BN)** screen. If you *enter* these **allocation** figures, your TMS **Summary Reports** will tell you where your program stands at any time in relation to your IMET allocation. This is very helpful management information.

- Click on the **FMS Case/Line** button in the **Country Profile** screen.

- Double-click on the **T-37/38 "Peace Trainer"** FMS case line.

This (see following page) is the **profile data** that has been entered for this specific FMS case by the training manager in ODC Bandaria. He obtained the data from the actual FMS case LOA (**BN-D-TBQ**) and from a TMS report he ran on line **TBQ999** of that case. (Air Force always makes the training line on a system sale, line number 999.) Later when you run a report on this FMS Case, you will see where you stand in relation to the overall case value. If you similarly complete this FMS Case Line Detail information screen for your FMS cases in-country, you too will have a quick way of keeping track of how much training you have programmed in relation to the overall case or line value.

FMS Case/Line Detail

CC: **BN** Case: **TCF999** MILDEP: **D** PO: **D** Status: **Active**

MILDEP Abbreviation: **AFSAT** PO Abbreviation: **Air Force**

Case Name: **T-37/38 Peace Trainer**

LOR Submitted: **15-Mar-93** LOR Received/Acknowledged by MILDEP: **20-Mar-93**

MILDEP Suspense to prepare LOA: **01-Oct-93** LOA Expiration Date: **30-Nov-93**

Extension Requested: ☐ Extension Granted: ☐ New LOA Expiration Date:

Date LOA Accepted (signed): **15-Nov-93** Date Case Implemented: **01-Dec-93**

Date Initial Deposit Sent: **15-Nov-93** TLA: ☐

Initial Case Value: **\$10,000,000** Case Pricing: ☐

Program Management Line Value: **\$200,000** FMS: ☐

Medical Line Value: **\$100,000** NATO: ☐

Other Services Value: **\$40,000** NRC: ☐

Net Case Value: **\$9,660,000** FMS INCR: ☒

GRANT: ☐

Undo **Save/Quit**

- Click on **Quit** until you return to the TMS main menu.

UPDATING DATABASES

1. New **country training program data** is provided via **download** from the SAN daily for Army and Navy. Air Force data is updated on a *weekly* basis. Please note that the terms **STL** (standardized training list) or **ISTL** (integrated standardized training list) may be used interchangeably. The STL data is the actual country training program data provided by the three Mildeps to the SAN. The combining of that separate STL data into a single, integrated country training program that can be downloaded by Country Code from the SAN, is what we call the ISTL. You can refer to it as either. Updated **MASL and Other** data tables are made available in the same time frames as the STL data above. All of the current files available for download are provided in **Dbase III** format. Should you want to look at the actual data, you can import it to MS Access or open the data files in an Excel spread sheet, etc.

2. When data is *downloaded* from the **SAN Web** it should be downloaded to the hard drive (**C:** drive) in the following directory--**C:\TMS\DOWNLOAD**. The ISTL data is provided via a single compressed file. Using *Bandaria* as an example, the file name is **BN.EXE**. The BN.EXE file for Bandaria has already been placed in the above directory for use in this exercise.

Note: When doing this exercise at home station, the BN.EXE file must be copied to the C:\TMS\DOWNLOAD\ directory for the following Update to work.

Practice:

- Click on the **Update** button on the **main menu**, then **Import New STL**. The Bandaria STL data will then be imported into TMS from the **C:\TMS\DOWNLOAD** directory. Do **not** press *any* keys while TMS is *importing* the data. Notice that the cursor becomes an **Hour Glass**, indicating that a process is on-going. Do **not** disturb.
- Click on: **No** (Reconciliation Report?), **Yes** (Accept STL?), **No** (Post Pending Changes?). You should get a message saying "New STL Accepted." Click on **OK**.

Update Data Tables

SAN Webpage Login

Import New STL
(available weekly)

Import MASL
(available weekly)

Update OCONUS Airfares

Import History
(available yearly)

Quit

- After you are out in your SAO, don't forget to *run* a **Reconciliation Report** if you wish to identify changes in your STL data since the last update. This will indicate whether or not the Mildep training agency has processed changes you have requested. You must, however, allow for time lag, etc. This will also reveal unexpected changes in training prices. If you *click Yes* to Post Pending Changes, TMS will keep track of any changes you have made (requested deletions/additions) since the last data download. If you *click No* to Post Pending Changes, TMS will completely overlay your current STL data with the downloaded data.

3. Updating the **MASL** (and the *other* databases that come with the MASL) is simply a matter of clicking on **Import MASL**. But, **don't** do this now, as we have not previously downloaded the MASL from the SAN.

4. Click on **Quit** to exit the **Update** function.

VIEWING DATA

1. The **View** option on the **main menu** provides a function where the TMS user can **view** the **TMS databases** and even **edit** some of them. Remember that when you want to view an *entire* training program for an IMET program year or a complete FMS case, it is better to do this using the TMS **Reports** function.

Click on **View** from the **main menu** and look at the list of options. Following are the principal databases used in TMS.

STL Database--the country's established and approved IMET or FMS training program.

MASL Database—a master list of all training that can be provided under the S.A. program. Sometimes referred to as the master price list of all training. When requested and approved, this will constitute the country's training program and will appear in the STL database. The **Course Description** and **Training Location Information** databases can be viewed from the MASL database.

E-IMET Courses--a data table that identifies courses that qualify as Expanded IMET training.

LOCATION Codes—a data table that identifies the training installations.

OPI Requirements—a data table that identifies all training that requires an Oral Proficiency Interview.

Note: To really understand the use of the TMS program, you must understand the various databases that it uses. Have *patience* as you do the following **Practice**. You will be learning the various **training databases** and become familiar with the individual **data elements** as you view the data.

2. One of the things you will use TMS for on many occasions is to **find** a specific course of instruction, determine its *price* and *duration*, read the course *description*, look for *prerequisite* courses, and obtain information about the *training activity*.

Practice: Viewing MASL Data

- From the **View Menu** click on **MASL**. Many times you don't know the **MASL ID** so just click on **OK** to go to the beginning of the **MASL** data table. Click on the **Find Title** button, *type* in the word **infantry**, and click **OK**. Do you notice that you get not only **Army** infantry courses but also some entries from the **Navy** portion of the MASL that are **Marine Corps** courses. Try some other searches using a word or *portion* of a word that you think may be in the **Course Title** field. Click on **Quit** and return to the **MASL Data** screen.

- Now click on the **Category** button on the **MASL Data** screen. This function that gives you the ability to search the entire MASL database by breaking it up in more meaningful *categories* of training. The Mildeps enter data in their MASL databases, assigning MASL numbers that begin with the numbers shown in the left column. Scroll down until you get to number **171** or **Command/Staff** training. Click in the selection box that appears after Command/Staff (an **x** appears) and click on **OK**. Scroll down and

view the PME courses for all services that are in this category. Click on **Quit** twice and return to the **View Menu**.

- Now let's find a training location or school and the courses taught at that location. From the **View Menu** click on the **Location Codes** button. Then click on the **Find Location** (not **Find Loc** button). Type in a word that you think might be found in the address of a training location. Try **wright** for Wright-Patterson AFB. Identify the three character **Location code** for the Air Force Institute of Technology (AFIT). Try some others and identify several other **Location codes** for various schools. If you know that a training center/school name or address has *changed*, just *double-click* on that data line and you can *edit* it. Click on **Quit** as needed to return to the **View Menu**.

- Now let's find all of the courses contained in the **MASL** that are taught at a specific school. Click on **MASL** on the **View Menu**. Type in the location code **W-P** in the **Location** block and click on **OK**. Do you see how easy it is to identify all of the courses at a particular school or training activity. Try some others. Click on **Quit** and return to the **View Menu**.

- Now let's look in more detail at the **MASL** database. From the **View Menu** click on **MASL**. Type in the **MASL ID**.....**D171002** and click on **OK**. Click on **View** or **double-click** on the Air Command & Staff College line. Examine the various data fields--most of them are straight forward and easy to understand.

Refer to the *Security Assistance Network User's Handbook, Vol II, Tng Mgt, Pages A-1 thru A-3* for help in interpreting all **MASL** data fields.

MASL ID: D171002 Analysis Code: A.A Professional Military Education

Title: AIR COMD & STAFF COLLEGE

Course Number: AU Prerequisite: D171014

ECL: 70SA Price Code: A Security Clearance: U

LOC: MAX MAXWELL AFB, AL 36112-6323 Duration: 044

PY	FMS	NATO	FMS INCR	HRC	IMET
0	\$62,080	\$48,050	\$12,060	\$15,790	\$10,070
1	\$59,410	\$44,780	\$11,450	\$14,720	\$9,690
2	\$61,670	\$46,550	\$11,650	\$15,040	\$9,810

View Course Descriptions

Print MASL Detail Print Course Descriptions and Notes

* Double click yellow blocks for additional information. Return

- Double-click on the **MASL ID** in the **Prerequisite** block. What does this give you? Answer _____ Click on **Return** to return to the Air Command & Staff College course. Click on the **View Course Descriptions** button. TMS 6.003 actually gives you access to the **Course Descriptions** that were previously contained only in the Military Service international training catalogs. There is a *hidden* scroll bar to the right of the course description (it may not be visible, but it is there) that will scroll through the complete description text. And, you can click on **Print** to print the description. Click on **Done** to return to MASL D171002. Finally double-click on the location code **MAX** in the **LOC** block. POC information for this location will appear. Click the **Additional Loc Information** button to see more information, entered by the IMSO, about this location. Click on **Quit** or **Return** to return to the **View Menu**.

- From the **View Menu** click on the **E-IMET Courses** button. TMS provides a table of all courses that qualify as **Expanded IMET**. The "C" that appears in the **Student Code** column means that the student attending the course must be a **civilian** to qualify as **Expanded IMET**. This table now agrees with the DSCA Expanded IMET catalog available on the International Training Management (ITM) web site. Click on **Quit** to return to the **View Menu**.

- From the **View Menu** *click* on the **OPI Requirements** button to view a list of training that requires the conduct of an oral proficiency interview. *Click* on **Quit** to return to the **View Menu**.

Practice: Viewing STL Data

- From the **View Menu** *click* on the **View/Edit STL** button. *Click* on **OK** to go directly to the beginning of the entire **Country STL** database. This is, of course, the *actual* country training *program* that is comprised of multiple **IMET** program years and multiple **FMS** cases. It contains primarily the training lines that send individual students to courses of instruction in the Continental U.S. It also includes lines to fund training teams that will conduct training in-country. It includes lines that fund medical services, language laboratories, language training materials, etc. You can quickly *scroll* through the data by clicking and dragging the button in the scroll bar or simply *press* **Page Down**.

Note: This exercise takes place during **Fiscal Year 04**. You will see **IMET program data** for **PY 00** thru **PY 06**. Our guidance to the Mildeps is to provide you, at a minimum, the complete *current* IMET program year (in this exercise **PY 04**), the *preceding* complete program year (**PY 03**), and all out year program data (**PY 05, 06**, etc.). Also, if a student is still in training from an earlier program year, you should have that data as well. For **FMS funded training**, you see all training that has been entered for each currently **active** FMS case (there is no cut-off for FMS training data). In other words, you will still see older FMS training lines that have been *completed*. We provide complete data for an FMS training case because SAOs have asked us to do this so that they can see the **total value** of training that is in their program for a given FMS case. We will discuss later some of the extraneous data that appears, after you understand the data better.

- As you *scroll* through the data, *look* at **IMET** data for different **Program Years (PY)**. *Look* at the **Implementing Agency (IA)** data field to identify the **US Army-B**, **US Air Force-D** and **US Navy-P** portions of an IMET Program Year. See if you can determine the difference between an **IMET** and an **FMS** training line--hint, look at the **Type of Assistance (1=IMET, F=FMS)** code. The **CaseID** data field contains only the FMS **case designator** and sometimes the FMS **case line number**. The **Program Year (PY)** data field contains the program year *only for IMET* training. The **PY** is blank for **FMS**. The **Worksheet Control Number (WCN)** identifies the training line. For a student attending training, the **WCN** represents his *sequence* of training and there is *only one* student per **WCN** sequence.

Example: From the *beginning* of the **Country STL** database (*press* **Ctrl** and **Home** to get there), *press* **Page Down** until you come to the **Air Force** portion (**IA** code **D**) of the **Bandaria, PY 04 IMET** program. **WCN 1200** series is the officer attending the **Air War College** at Maxwell Air Force Base.

Refer to the *Security Assistance Network User's Handbook, Vol II, Tng Mgt, Pages A-3 thru A-8* to help in interpreting all **STL** data fields.

CC	WCN	PY	CaseID	IA	TA	MASL	Course Title	LOC	DUR	PR	Qtr	Report Date	Start Date	End Date
BN	0003A	02		D	1	DEK PUBC	AF BOOKS/PUBS/OTHER	VAF	0001	A	4			
BN	0004A	02		D	1	D00PCHT	AF PCRG/CRATING/SHIPPIN	000	0000	A	4			
BN	1012A	02		D	1	D171014	INTL OFF SCH (FOR AC8SC	MAX	0007	A	3			
BN	1012B	02		D	1	D171002	AIR COMD & STAFF COLLEC	MAX	0044	A	3			
BN	1021A	02		D	1	D171011	INTL OFF SCH (FOR AWC)	MAX	0006	A	3			
BN	1021B	02		D	1	D171010	AIR WAR COLLEGE	MAX	0044	A	3			
BN	1070A	02		D	1	D171014	INTL OFF SCH (FOR AC8SC	MAX	0007	A	3			
BN	1070B	02		D	1	D171002	AIR COMD & STAFF COLLEC	MAX	0044	A	3			
BN	1900	02		D	1	D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02
BN	1901	02		D	1	D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02
BN	1902	02		D	1	D171003	INTL OFF SCH & SOS	MAX	0011	A		19-Feb-02	25-Feb-02	17-May-02

- *Double-click* on the preceding **WCN** sequence (click on **WCN 1200A**). The entire sequence of training that the student is attending appears with the detail STL data for the training line that you selected.

- Click on **Save/Exit** to leave the STL data display. Click on **Quit/NoSave**, answer Yes to confirm no saves. Click **Quit** to return to the **View Menu**. Again, refer to *SAN Handbook, Vol II, Tng Mgt* for help with individual data elements.

- From the **View Menu**, click on **View/Edit STL**. The **STL View/Edit Selection Criteria** screen allows you to narrow your data selection so that you are not working with the whole STL database (TMS will be running very complex Queries and you will save time by working with smaller data sets). You can enter a specific **IMET Program Year (PY)** or **FMS Case ID**, a specific **Implementing Agency (IA)** code, or **Type of Assistance (TA)** code to go to the specific data desired. The **Price Year** code allows you to narrow your FMS selection to a specific **Fiscal Year** (when training is funded the actual FY in which it is funded is recorded in your STL data).

Enter IMET program year **04** in the **PY/Case ID** block, **D** in **IA** block, and click **OK**. Click on **Quit/No Save**.

From the **View Menu**, click on **View/Edit STL**. Enter FMS case designator **TBQ999** in the **PY/Case ID** block and **OK**. Click on **Quit/No Save**.

Note: In TMS, training is normally *either* **IMET** or it is **FMS**. In the **View/Edit STL** function and all other functions where you are selecting a specific Program Year (**PY**) or a specific FMS Case (**Case ID**), if you enter a **PY** of **04** you will get only **PY 04 IMET training** and if you enter a specific **Case ID** of **TBQ999** you will get only training for *that FMS case*. If by chance, a training program does happen to have training as a result of a different **Type of Assistance** (i.e., FAA, Sec 506, **TA** code **O**) entering that different **TA** code of **O** will select that training that is not considered IMET or FMS. Remember, **IMET** is **TA** code **1** and **FMS** is **TA** code **F**.

- Occasionally data will be entered with an Implementing Agency (**IA**) code different from **B**, **D** and **P**. Try finding training with an **Implementing Agency** code of **G**.
- Click on **Quit** or **Quit/No Save** as needed to return to the TMS **main menu**.

ENTERING STUDENT DATA

1. The **SAO** actually *creates* the **Student (Information) Database** by entering personal data on candidates who have been selected for training in the U.S. Normally data is first entered in the **ECL Tracking** function and then in the **Student Data** function. This is the normal sequence of events, in that a student first appears before the SAO training manager to be given an **ECL test** and then later is processed as a student who will attend U.S. training.

2. Click on **Student Data** from the **main menu** and then **ECL Tracking**.

Practice:

- MAJ Smith, the OMC Bandaria training officer, gave an ECL test on 01 May 2004 to two prospective candidates for U.S. training. One student, **MAJ Hadin Vulke**, had already been identified to attend **WCN 1005** in the **PY 04** Army portion of the **Bandaria IMET** program. The other candidate had not yet been identified to attend a specific course. He was just being tested along with MAJ Vulke.

Double-click on MAJ Vulke's training line. Look at the data entered for him and then click on **Save/Quit**.

Double-click on **CPT Mohamed Hasin's** training line; notice that when he was tested, MAJ Smith did not know what course (WCN) he was going to attend. Click on **Save/Quit** and **Quit**.

- Now click on **Student Data** from the **Student Menu** and type in **04** in the **PY/Caseid** block. Click on **OK**.

Double-click on **MAJ Vulke's** training line, **WCN 1005**, and review the **personal data** that has already been entered for him. (Notice some fields have titles that are underlined. This will be explained at the end of the exercise.)

That data was provided by the **Bandarian Ministry of Defense** to the SAO. It would be a good idea for the training officer to teach **clerical personnel** in the SAO to enter this data in TMS 6.003 as that data comes in from the Defense Ministry.

Click on the **Track** button to view the entire sequence of training that MAJ Vulke will attend.

Click on **Quit**.

Any of the **student data** can be **edited** as needed.

The **Remarks** field can be used by the SAO training manager to record any desired additional information.

Student Information										
CC	BN	PY/Case ID	02	IA	B	TA	1	WCN	1004	
<u>Name (Surname, First Name)</u>		<input checked="" type="checkbox"/> Male		<u>Date of Birth</u>		<u>Place of Birth</u>				
VULKE, Hadin		<input type="checkbox"/> Female		10-Jan-58		Harare, Bandaria				
<u>Medical Cert</u> <input checked="" type="checkbox"/>		<u>Date</u>		01-Mar-02		<u>Security Cert</u> <input checked="" type="checkbox"/>		<u>Date</u>		06-Mar-02
<u>Service</u>	<u>Service No</u>	<u>Grade</u>		<u>US Grade</u>		<u>Passport Number</u>				
B	OF100096	MAJ		MAJ		3829456				
<u>Unit</u> 2nd Bn, 3d Infantry Reg, Bandarian Land Forces										
<u>ECL Info</u>	<u>Test Number</u>	<u>Date Taken</u>	<u>Score</u>	<u>Req. ECL</u>	<u>Required Clearance</u>		<u>Student's Clearance</u>			
	36B	24-Jan-02	78	80SA	S		S			
<u>Flight Crew</u>		<u>Current Position</u>			<u>Instructor</u>		<u>ITO Date</u>			
N/A		Battalion Executive Officer			N/A					
<u>Accompanying Dependent's Name</u>				<u>Relation</u>		<u>Age</u>				
Ms. Fathama Vulke				Wife		35				
Fatima Vulke				Daughter		15				
<u>Remarks</u>										
ECL Names Track Copy ITO ITO IMSI Print Undo Arrival Msg Save/Quit										

Click on the **Arrival Msg** button to bring up the **Student Arrival Information** screen. (Notice some fields have titles that are underlined. Data entered in any underlined data field in TMS, will be uploaded to the SAN upon exiting TMS.

Note: Failure to submit **timely Arrival Messages** is the one criticism most frequently raised by IMSOs at the training activities and school houses. The requirement is **15 days before** student report date (30 days if accompanied by dependents).

That is why TMS now contains the **Student Arrival Information** screen. The SAO training manager can now submit this information via a simple data upload to the SAN.

Enter some fictitious **Airline Flight** information.

Click on **Save/Quit** and **Quit** as needed to return to the **Main Menu**.

- Since the 01 May 2004 testing, it has been decided that **CPT Hasin** will attend the **Armor Captains Career Course** which is currently programmed as **WCN 1000** in the **PY 04 Army** portion of the **Bandarian IMET** program.

Click on **Student Data** from the **main menu**, then **Student Data**, type in **04** in the **PY/Caseid** block, and **OK**.

Double-click on **WCN 1000 (04 Army-B)** so we can add the student data for that WCN.

Click on the **ECL Names** button on the **Student Information** screen.

Double-click on **CPT Hasin's** line and then click on **Quit**. Do you see that *Hasin's* information, captured when he was ECL tested, is pulled into his **Student Information** screen?

Go ahead and enter the following information in the appropriate data entry blocks on Hasin's **Student Information** screen:

Date of Birth--15 July 68	Place of Birth--El Arish, Bandaria
Check Medical Cert box & Date 2 Jul 04	Check the Security Cert box & Date--2 Jul 04
US Grade--CPT	Passport No.--2348642
Unit--Company C, 85th Supt Battalion, 3d Infantry Regiment, Bandarian Land Forces	
Student Clearance--S	Flight Crew--N/A
Current Position--Company Commander	
Instructor--Yes	
No dependents will accompany (Leave Dependents section blank.)	

The **ITO number** will be filled in automatically when the ITO is published, and that is coming up next.

Click on **Save/Quit** to save. Notice that **CPT Hasin** now appears on the **Student Data** screen list.

Click on **Quit** as needed to return to the TMS **main menu**.

INVITATIONAL TRAVEL ORDER (ITO)

1. Finally, the big day has arrived for MAJ Vulke's scheduled **pre-departure briefing**. You will be handling all of his administrative processing at that time. He will be receiving his **Invitational Travel Orders** from you (be sure to explain them carefully to him so that he will understand all of his entitlements), his **airline tickets** to the U.S., his **Visa** (make sure the U.S. consulate knows to issue the A-2 visa). Remember, that for FMS funded training, normally the country will be funding the student's travel and the SAO will not be issuing a ticket. And, **don't forget** to send an **Arrival Message** to the first training activity.

2. How are you going to hand him an ITO if you haven't done one yet? Let's hope your predecessor remembered to set up the **ITO Default** for an IMET Army ITO! It would be a shame to have to type in *all* of the entries that normally remain the *same* for all Army IMET ITOs. Particularly *Block 15* of the ITO which has all the *Special Instructions* for MAJ Vulke. Let's see.

3. Click on **Forms** from the TMS **main menu**. Then click on **Default ITOs**.

Practice:

- Double-click on the **BN...1...B** (IMET) **Default ITO**. Use the **scroll bar** to scroll through the Default ITO. Does it look like you have a completed ITO default for a Bandaria IMET Army ITO? What about for the other services? Think you maybe ought to do those when you get a chance? Sure would save a lot of work doing the Navy and Air Force ITOs! Click on **Save/Quit** and **Quit** to return to the TMS **main menu**.

Note: For FMS funded training, an ITO default is established for each separate FMS case. This allows for unique ITO defaults for different FMS cases.

- Now let's do the **ITO** for **MAJ Vulke**. Click on **Forms** and then **ITO** from the **Forms Menu**. Type in **04** in the **PY/Caseid** block and click on **OK**. Double-click on **MAJ Vulke's** line on the **Student Data** screen.

Now click on the **ITO** button on the **Student Information** screen. The actual **ITO form** (DD Form 2285) appears almost totally completed. The data for it has been pulled from all of the TMS databases.

- You can view all of the **pages** of the ITO by clicking on the button for that page. **Page 5** of the ITO is actually a continuation sheet that is generated only when there are too many training lines (more than six) to be listed on **Page 1**. Go ahead and click on each page (1 thru 4) of the ITO and scroll through the pages using the scroll bars. Can you *identify* any entries that were left out or need to be changed? I think there might be one or two and perhaps some other changes from the default ITO are needed. Answer _____

____. Any entry can be **over ridden** if it is necessary to do so.

There *are* a few things that need to be changed on MAJ Vulke's ITO. First of all, the Combined Log CPT Career Course, MASL ID B171545 is carried as **Secret (S)** in the MASL (remember, the default was set as **Unclassified**). And, the Bandarian Ministry of Defense has just advised that MAJ Vulke will be **authorized accompanying dependents**. Let's make those changes as follows.

- **Page 2, Para 11.** Change the selection. Click on **11.b**. The course is **Secret**.
- **Page 2, Para 12.a.** Change the selection. Click on **12.a(3)**, increased "dependents authorized" rate.

Note: Managing the training program is not simple. Had you chosen Para 12.a(2) above you would be telling the finance office to pay him the lesser authorized living allowance.

- Enter the **IMS Medical Screening Statement** in the Remarks, automatically, via a pop up screen:
Go to **Para 12.b(1)**. Select item **(b)**.
- A pop up screen will appear that allows a statement regarding the date of the Medical Exam to be entered in the Remarks block of the ITO. Click the **Add to Remarks** button next to the first statement. Click **OK**.
- Enter the **Dependent's Medical Coverage Statement** in the Remarks, automatically, via a pop up screen:
Go to **Para 12.b(2)**. Select **12.b(2)(b)**. Now select **(i)**, IMS pays his dependent's medical expenses.

- A pop up screen will appear that allows a statement regarding proof of medical insurance be added to the Remarks block of the ITO. Click the first **big** button to add this statement. Click **OK**.

Note: This is a serious problem for most of our IMS where, if the country does not pay the dependent's medical expenses, you basically have "uninsured" dependents with no medical coverage at all. You must cover this and emphasize in the pre-departure briefing.

- **Page 3, Block 12.i (5).** Place an **X** in this block--baggage allowance for PME training with accompanying dependents.
- Go ahead and *click* on **Print ITO**. Click **Yes** to Lock the Official ITO and continue. (If you want to view the ITO before locking it and generating the Official ITO, click the **View ITO** button instead of the Print ITO button. This will display the ITO in a planning stage.) This will not actually print the ITO; rather it will generate the **Letter Format ITO** that is printed instead of the DD Form 2285. To print the **Letter Format ITO** (no need to do that now) you would click on the **File** menu and then **Print**. The Letter Format ITO generated by TMS is now authorized by the *JSAT Regulation*.
- Look over the ITO. Notice that the Remarks block, block 15, on the last page contains the MEDICAL EXAM screening statement and the dependent's MEDICAL COVERAGE statement that we added in the steps above. Also, the ITO number at the top of the page has been created for you.
- E-mailing the ITO: Refer to *SAN Handbook, Vol II, Tng Mgt*, page D-2 for directions on how to **e-mail** an ITO using the Snapshot feature.
- *Close* the **ITO Letter Format** screen and click on **Quit** until you return to the TMS **main menu**. The ITO will automatically be saved for the 60 day period you called for on your **Country Profile** screen. After 60 days the *active Student Data* record for MAJ Vulke will be *archived*, moved to the **History** function.

INTERNATIONAL MILITARY STUDENT INFORMATION (IMSI) FORM

The JSAT now requires the submission of an IMSI Form (Biographical Data Information) on international military students who are officers (and the Army Sgt Major's Academy).

1. *Click* on **Forms** from the TMS **main menu**.
2. *Click* on **IMSI** from the **Forms Menu**, enter **04** in **PY** block, and *click* on **OK**.
3. *Double-click* on **Maj Vulke's** training line.
4. *Click* on the **IMSI** button.

Practice:

- Go ahead and *enter* some sample data in some of the various blocks. Use your imagination. TMS enters any data that applies to this form, but most of it is personal biographic data on the student.
- Again, *clicking* on **Print** will generate the MS Access document that can be printed or sent as E-mail attachment.
- *Close* the **IMSI: Report** screen, *click* on **Save/Quit** at bottom of IMSI entry screen, and **Save/Quit** until you return to the TMS **main menu**.

REPORTS

TMS 6.003 provides various well thought out reports that will prove quite useful to the average SAO training manager. **Copies** of example reports are provided at end of exercise.

1. Click on **Reports** from the TMS **main menu**. Then click on **Single Country Reports**. The SAO will normally *not* use the **Multi-Country Reports** (these are used by Unified Command training managers).
2. The **Detail** reports contain “line by line” data on all training lines in the program. The **Summary** reports provide summary level data that readily give the status of the program with attention to existing management requirements. The **Calendar** reports help the training manager to look at his students in date sequence of their departure.

Practice:

- Click on **Country STL (Remarks)** from the **Detail** column on the **Reports** menu. In the **STL Report Selection Criteria** screen, enter **04** in the **PY/Caseid** block and click on **OK**. This will give you a report for the entire **PY 04 Bandaria IMET** program including any remarks from the MILDEPs. Take a look at the report.

Note on using the Scroll Bars: The **vertical scroll bar** on the **right** will move you up and down on the page of the report. The **horizontal scroll bar** at the **bottom** on the **right** will move you left and right on the page. The **page selection scroll bar** at the **bottom** on the **left** will move you to successive pages of the report. Always close reports with the “**small x**” in the top right corner of the screen, **not** the big red X.

- Do you notice that in addition to **detail line data** you are also given **Programmed Totals** by implementing agency (Army, Navy, Air Force, etc.). (For this example, go to page 8 of the report to see the Programmed Totals for Army - SATFA.)
- To print (*don't print* it now--you will probably want to print your own country's report later) the report, simply click on **File, Print**, and **OK**.

Note: Another way to e-mail a report!

- If you click on the **MS Word** icon in the upper left corner of the screen and click on **Yes** to question about replacing .rtf file, the report is opened as a **MS Word** document with a .rtf file extension. You can then click on **File** and **Save As** and save the document in a directory on your **C:** drive. Attach the file to an e-mail message and now you have another way to save and *send* any of your reports via E-mail to the: Mildeps, Unified Command, your country's MOD, or the country's attaché back in Washington.
- To close the report, click on **File** and **Close** or click the **small x** in the upper right corner.
- Experiment using different **Selection Criteria** to see what you get with the **Country STL (Remarks)** report. Enter **TBQ999** in the **PY/Caseid** block and take a look at the data for FMS Case **BN-D-TBQ**, line **999**.
- Now do a **Summary** report and a **Calendar** report. Again use varying selection criteria.
- Using the **Mildep Ceiling summary** report for **PY 04**, is Bandaria currently “over programmed?” By how much? Is it all **Priority A** training? Suppose the Bandarian Ministry of Defense asks you to request an *additional* course; what would you say?
- Using the **E-IMET Summary (AN)** report for **PY 04**, how is Bandaria doing as far as **Expanded IMET** training is concerned?

- Using the **First Report Date** *calendar* report, enter **1 May 04** for the Beginning Date and **31 May 04** for the ending date to see which students have their first Report Date in May 2004. (Notice Vulke Hadin's rpt date shows 25 May 04 in this report.)

EDITING STL DATA

1. TMS 6.003 allows you to actually **edit** or make **changes** to your training program. Then, if you wish, those changes that you have made can be turned into **messages** (done automatically by TMS) that can be sent to the Military Service training agency in order to effect the change. What changes might you have to make? You may have to **cancel** training, **add** training, or make other **specific changes** to a training line, such as changing the **priority** or **quarter** in which the training is desired.

2. Click on **View** from the TMS **main menu** and then click on **View/Edit STL** from the **View Menu**.

Practice: Deletions

- Let's assume that you have received word from the Bandarian Ministry of Defense, requesting that you begin to **cancel** some of the training that is currently in the program. As you saw previously in the **Mildep Ceiling** summary report, Bandaria is over programmed. Bandaria has suggested that you go ahead and cancel the student going to the **Air Comd and Staff College, WCN 1201** in the **Air Force** portion of the **2004 IMET** program.

- In the **STL View/Edit Selection Criteria** screen, enter **PY** of **04**, and **IA** of **D**. Click on **OK**. In the **Country STL (BN)** screen that appears, scroll to **Air Force WCN 1201A** and click once on it, then click on the **Del WCN** button. That **turns on** the **Delete** function for that training line. It is a toggle, so you can turn the **Del WCN** back off if you make a mistake. After you have **identified** the **WCN** for deletion, click on **Quit/Save** to effect the deletion. The next screen that comes up is the **Save Edits in Pending Change file?** Screen. It lists the preceding deletion as a **pending change action**. Click on the **Send/Save** status box for both lines to have TMS *automatically* prepare a message to be sent to SATFA to request the program deletion. Then click on **OK**. You have now *edited* your STL database and created an outgoing message *requesting* the program change. Remember that when you download new STL data and run an *update*, your STL database will be completely *overwritten* unless you say **Yes** to Post Pending Changes.

Practice: Changes

- Now let's go into a specific training line and make a **change** that will result in another request to one of the Mil Services to change a training line. After discussion with your counterpart at MOD it has been decided to raise the priority from **D** to **A** for the **Intl Defense Mgt Course, WCN 2633** in the **Navy** portion of the **2004 IMET** program. This will cause this course to be moved into the "funded" portion of the IMET program.

- Do the following: Click on **View** in the **main menu** and then **View/Edit STL**. Enter **PY** of **04** and **IA** of **P**, click on **OK**. Scroll down to **WCN 2633** in the **Navy** program and *double-click* on it. Click on the **Priority** block, change the **D** to an **A** and click on **Save/Exit**. Then click on **Quit/Save** to effect the changes. Click on **Send/Save** then **OK**. In just a moment we will send the two messages to the Mildeps to request the changes.

Practice: Rollover

- Let's do one more *editing* function with the STL data. How about doing a *planning program* for input to the Mildep training agencies for **PY 2007** planning purposes? You will eventually have to submit that planning program to the MILDEPs for the data to be entered into their system for the TPMR cycle. This is easy, since there is a function in TMS that lets you **rollover** or replicate an existing training program.

After looking at your STL data you decide to **rollover** your existing PY **05** IMET program. Do the following:

- Click on **View** from the **main menu**, then **View/Edit STL** and **OK**. Click on the **Rollover** button and enter **05** in the **PY/Caseid** block and **07** in the **New PY/Caseid** block. Click on **OK**. The **PY 05** program will be replicated as the **PY 07** program. Scroll down to view that program (click and drag the scroll bar)--the data will be at the **end** of your previously existing training data. You can then go into that new program and chop it up by **deleting** and **adding** anything you want. You can change the **Quarters** in which the training is desired and **Priorities**, etc. After you do the changes and you click on **Quit/Save** to effect them, do **not** click on **Send/Save** to send messages to the MILDEPs. Just click **OK** and **Quit** to return to the main menu. It would probably be easier to generate a **Country STL Report** instead and send that report as an E-mail attachment to the three Mildep training agencies. Don't worry, this is just a planning program. You can do this sort of thing as much as you want--several different versions, etc. You can even create an XX program year for planning purposes. The same planning function can be done for an **FMS case**, etc.
- Now, let's go send the messages that were generated as a result of some of the above changes.

MAIL

1. The **Mail** function is used to prepare messages that have been generated as a result of **changes** you have made to the training program by **editing** the STL data. Or, you can prepare a **new** message from scratch, if you wish.

Practice:

- Click on **Mail** from the **main menu** and *double-click* on the **BN-D-04** line. Enter your AFSAT country manager's E-mail address to send the message. Be kind and *type* in a *thank you* along with *your name* after Para 3. Click on **Send** (do not do this now) and an E-mail message coming out of your E-mail system will be prepared. Click on **Quit** to return to the list of E-mail messages.
- *Double-click* on the **BN-P-04** line and *send* that message to your Navy country training manager. Click on **Quit** until you return to the **main menu**.

HISTORY DATA

The **History** function is the TMS archive function for data that you have entered via the **Student Data** function. Student data is *automatically* archived after the ITO has been created. The point in time at which this archiving takes place is specified on your Country Profile screen.

- Click on **Country Data** on the TMS **main menu**, click on **Country Profile**, and click on **OK** (for Bandaria--BN). How many days are specified in the **Move Student Data to History** block? Note, that you can *change* that time period if you need to. If you are accustomed to doing your ITOs as early as say 45 days before student departure, you may want to change to a safer time period--say 60 days, etc. Return to the TMS **main menu**.

Note: If you have done an ITO and subsequently go back to make a change to that ITO, and, if you have passed the specified **Move Student Data to History** time period, you will no longer see the Student Record. It will have been moved to the History archive function. Don't worry, you can easily move it back to the active Student Database, redo the ITO, make the change, and republish the ITO.

- Let's look at some Bandaria historical data. Click on the **History** button on the **main menu** and click on **Student Data** from the **History Menu**. A list of students who have been issued ITOs and attended

training in the past (in this example, more than 60 days ago) appears. *Double click* a line to see additional information pertaining to that student.

- Note that you can enter **Positions of Prominence** information. Let's say that **Gilbert Conde** has been appointed the **Deputy Minister of Defense**. Double click WCN 1007 to bring up the Historical Student Information Screen for Gilbert Conde. *Check* the **PPR** block and *enter* sample information for him. He has an **MA in Political Science**.

Click on **Save/Quit**. Notice the **Pos Prom** box is now checked for Gilbert Conde in the student list.

- Historical student data can be **Added**, **Deleted**, or **Edited** as the need arises. An individual history record can also be moved to the active student database by clicking on **Move to Student**. Likewise a student database record can be **moved** to the **history** database when desired.

Click on **Quit** and *return* to the main **menu**.

- Also, don't forget that when you do a **Two Year Training Plan** for your annual unified command **TPMR**, you will be able to designate which of your PPR data records you want reported with your Two Year Training Plan.

TWO YEAR TRAINING PLAN

Do **NOT** use the **Two Year Training Plan** found in the **Forms** menu in TMS. In the November 2004 DSCA chaired, international training policy meeting, it was decided that the new **Combined Education and Training Program Plan** will be accomplished simply as a *MS Word* document.

SENDING DATA TO THE SAN

TMS 6.003 provides a means of **uploading data to the SAN**. Information that can be uploaded includes: Country Profile Information, Student Data Information, and Arrival Messages. Remember the **fields with underlined titles** in the Country Profile Screen, Student Information Screen, and Student Arrival Information Screen; this identifies the specific data that gets uploaded (only fields with titles that are underlined). Making a change to one of these fields with an underlined title will trigger the upload process.

Now that you have made some changes that need to be uploaded (i.e. Country Profile Information, Student Information), if you click on **Exit TMS**, you will be asked in the following screen if you want to **Update Changes to the SAN**? If you say **No** to this question, the upload will be date stamped and stored. When you again open TMS and then subsequently exit TMS, you will again be asked if you want to **Update Changes to the SAN**.

Note: Do NOT do an upload at this time. If you upload from a computer other than your TMS computer at home station, previously uploaded data for other countries can be deleted. Call your instructor and let him show you the upload process. We do NOT want to endanger live data on the SAN.

The check boxes identify the type of information being uploaded. These are only checked if TMS has noticed you made a change to either **your Student Info** data or your **Country Profile** data.

At your home station only!

Click on the **Yes, Update to SAN** button. (Again, just read, do not actually perform the following



Update San : Form

Update Changes to the SAN?

You have made changes that need to be updated to the SAN.
Do you want to send the updates now?

☒ Student Info, # of Dependents, Arrival Info

☒ Country Profile

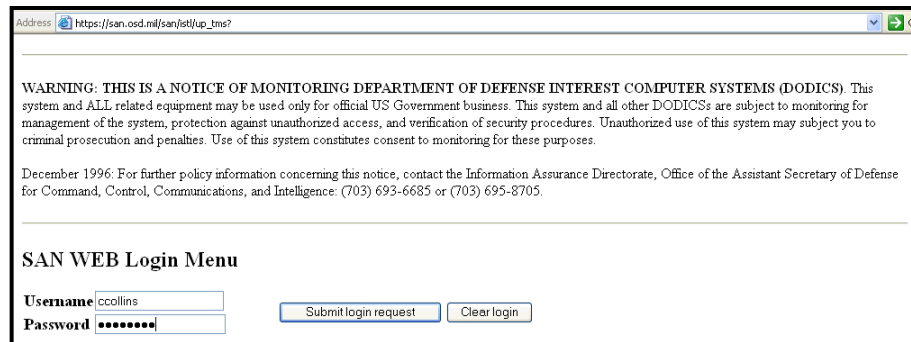
Yes, Update to SAN No, Exit TMS

functions at this time. We do not really want to upload our pretend Bandaria Program.)

You will then automatically be connected to the SAN.

Log on the **SAN** as you normally do.

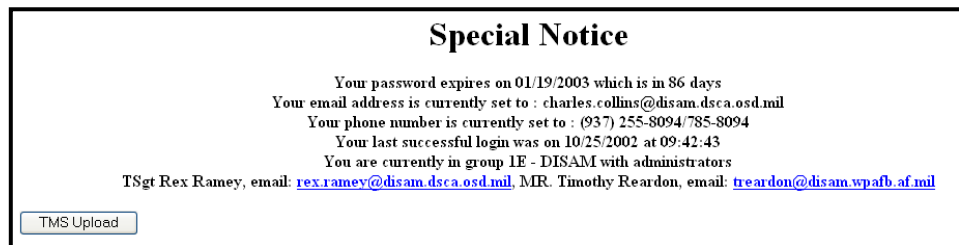
You should note that the URL address of this upload function is different from that of the normal SAN Log on.



A screenshot of a web browser window showing the SAN WEB Login Menu. The address bar displays 'https://san.osd.mil/san/ist/up_tme?'. The page contains a warning about monitoring, a date of December 1996, and a login menu with fields for Username (ccollins) and Password (masked with dots). There are buttons for 'Submit login request' and 'Clear login'.

Click on the **TMS Upload** button on the **Special Notice** screen.

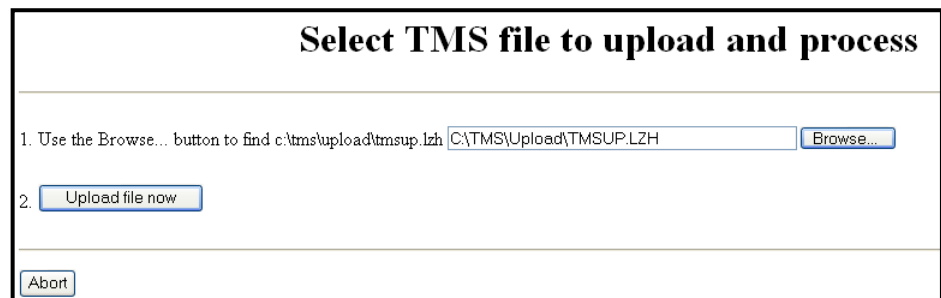
Again, this is different from the **Continue** button that appears when you are normally logging on the SAN.



A screenshot of a 'Special Notice' screen. It contains a password expiration notice for 01/19/2003, contact information for Charles Collins, and a 'TMS Upload' button at the bottom left.

Copy and Paste the path **c:\tms\upload\tmsup.lzh** (that is provided in part 1. of the window) to the box next to the Browse button.

Click on the **Upload file now** button.



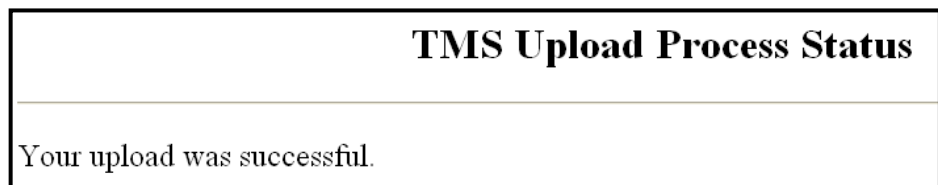
A screenshot of a 'Select TMS file to upload and process' dialog box. It has a text field containing 'C:\TMS\Upload\TMSUP.LZH' and a 'Browse...' button. Below the text field is an 'Upload file now' button. At the bottom left is an 'Abort' button.

If your upload is successful, the SAN will so advise.

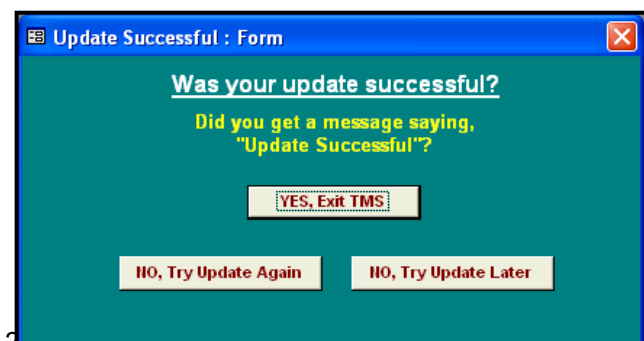
But, you are not finished.

You can close the SAN, but you must go back to your TMS program.

Click on the **YES, Exit TMS** button.



A screenshot of a 'TMS Upload Process Status' screen. It displays the message 'Your upload was successful.' in a simple text box.



A screenshot of an 'Update Successful : Form' dialog box. It asks 'Was your update successful?' and 'Did you get a message saying, "Update Successful"?'. It has three buttons: 'YES, Exit TMS', 'NO, Try Update Again', and 'NO, Try Update Later'.

Or, **NO, Try Update Again** or **NO, Try Update Later** buttons as desired.
We are done with the Exercise.

Go ahead and close TMS by clicking the **No, Exit TMS** button.

THANK YOU for using this Exercise to acquaint you with the complete TMS program. If you have any questions on the use of TMS in the future, please contact:

aaron.prince@disam.dsca.mil, tom.dop@disam.dsca.mil, charles.collins@disam.dsca.mil